



The Johns Hopkins University Applied Physics Laboratory  
Norfolk Office  
5700 Lake Wright Drive  
Suite 405  
Norfolk, Virginia 23502

## Requests for Access to the APL Norfolk Office

The staff of The Johns Hopkins University Applied Physics Laboratory (JHU/APL) Norfolk Office welcomes your request for access to its facility. So that we grant your request, please ensure your organization's security officials transmit required information via fax to

**Facility Security Officer**  
**Phone: (757) 455-5249/5282**  
**Fax: (757) 455-5619**

no later than 48 hours prior to your expected time of arrival. In accordance with National Industrial Security Program Operating Manual (NISPOM) section 6-104 and JHU/APL policies, information required for facility entry includes:

- Full names of persons requesting entry to the Norfolk Office;
- Organization assignment, with address and telephone number, of persons requesting entry, together with the organization's Commercial and Government Entity (CAGE) code, if applicable, and certification of its level of facility clearance;
- Dates of birth and citizenship of persons requesting entry;
- Social security numbers of U.S. citizens requesting entry;
- Level of personal clearance certification of U.S. citizens requesting entry;
- Visit purpose and classification requirements, with justification sufficient for a determination of visit necessity;
- Anticipated date of visit or period of time (limited to 12 months or lesser durations if so constrained by contractual arrangements between JHU/APL and the organizations to which persons requesting visits are assigned) for which access is being requested;
- Reasons for visit request;
- Norfolk Office points of contact. and
- Name, contact information, and signature of security official transmitting information.